

**STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
INFORMATION TECHNOLOGY AND COMMUNICATIONS DIVISION
OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION
6776 Reisterstown Road, Suite 211
Baltimore, MD 21215
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jbrooks@dpscs.state.md.us**

REQUEST FOR QUOTATION

TO: ALL QUALIFIED BIDDERS

REF: RFQ0704170004

FROM: James R. Brooks, Procurement Officer

DATE: 27 March 2007

The Maryland DPSCS ITCD is soliciting quotations for Electrical Receptacle Services to be performed on-site at 1201 Reisterstown Road, Bldg. F, Pikesville, MD 21208.

Quotations are due no later than 2 p.m. on Friday, May 4, 2007 or any time prior thereto at the DPSCS ITCD Office of Procurement and Contract Administration (address above) addressed to the attention of James Brooks. Quotations may also be faxed to the number provided above or emailed directly to the Procurement Officer previously identified.

GENERAL CONDITIONS: DPSCS ITCD will accept quotations until 2 p.m. (EST) on the deadline date as stated above. Quotations received after that date and time will be considered late and will not be accepted.

The DPSCS ITCD reserves the right to reject any and all Quotations, or to waive any minor irregularities in the process. The Department further reserves the right to seek new quotations when such a procedure is reasonable in the best interest of the State to do so. Minority owned and operated businesses are encouraged to participate in the submission process.

SECURITY: The Contractor shall comply with and adhere to the Maryland State IT Security Policy and Standards Version 1.2 dated December 2004. This policy and standards may be revised from time to time and the Contractor shall comply with all such revisions. The current and any updated and revised versions of the Maryland State IT Policy and Standards is available on-line at http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/security/state_agency_corner/dbm_security_plan.pdf

The Contractor shall not connect any of its own equipment to an Agency's LAN/WAN without prior written approval by the State. The State will provide equipment as necessary for support that entails connection to the State LAN/WAN, or give prior written approval as necessary for connection.

Each person who is an employee or agent of the Contractor or subcontractor shall display his or her company ID badges at all times while on State premises. Each such employee or agent upon request of State personnel shall provide additional photo identification.

The Department shall obtain a CJIS State and Federal criminal background check, including fingerprinting, for each individual performing service under the Contract. This check may be performed by a public or private entity. A successful CJIS State criminal background check shall be completed prior to any Contractor employee providing services on-site at any location covered by this Contract. A CJIS Federal background check is necessary for each employee assigned to work on the Contract.

The Department shall receive certification that a completed, required CJIS criminal employee background check of the Contractor's employees assigned to this Contract have successfully passed this background check. The Department reserves the right to refuse to allow any individual employee to work on State premises, based upon certain specified criminal convictions.

The CJIS criminal record check of each employee who will work on State premises shall be reviewed by the Department for convictions of any of the following crimes described in the Annotated Code of Maryland, Criminal Law Article:

- (a) §§ 6-101 through 6-104, 6-201 through 6-205, 6-409 (various crimes against property);
 - (b) any crime within Title 7, Subtitle 1 (various crimes involving theft);
 - (c) §§ 7-301 through 7-303, 7-313 through 7-317 (various crimes involving telecommunications and electronics);
 - (d) §§ 8-201 through 8-302, 8-501 through 8-523 (various crimes involving fraud);
 - (e) §§ 9-101 through 9-417, 9-601 through 9-604, 9-701 through 9-706.1 (various crimes against public administration); or
 - (f) a crime of violence as defined in CL § 14-101(a).
- A. An employee of the Contractor who has been convicted of a felony or of a crime from the above list of crimes shall not be permitted to work on State premises pursuant to this Contract; an employee of the Contractor who has been convicted within the past five (5) years of a misdemeanor from the above list of crimes shall not be permitted to work on State premises.
- B. Each Agency within the Department may impose more restrictive conditions regarding the nature of prior criminal convictions that would result in an employee of the Contractor to not be permitted to work on that Agency's premises. Upon receipt of an Agency's more restrictive conditions regarding criminal convictions, the Contractor shall provide an updated certification to that Agency regarding the personnel working at or assigned to that Agency's premises.

On-site Security requirement(s): For all conditions noted below, the Contractor's personnel may be barred from entrance or leaving any site until such time that the State conditions and queries are satisfied.

- A. Any person who is an employee or agent of the Contractor or subcontractor and who enters the premises of a facility under the jurisdiction of the Agency may be searched, fingerprinted (for the purpose of a criminal history background check), photographed and required to wear an identification card issued by the Agency.
- B. Further, the Contractor, its employees and agents and Subcontractor employees and agents shall not violate Md. Code Ann., Criminal Law Art. Section 9-410 through 9-417 and such other security policies of the Agency that controls the facility to which access by

the Contractor will be necessary. The failure of any of the Contractor's or Subcontractor's employees or agents to comply with any provision of the Contract that results from award of this solicitation is sufficient grounds for the State to immediately terminate that Contract for default.

- C. Any person who is an employee or agent of the Contractor or subcontractor entering the Department's premises shall be required to document an inventory of tools, equipment, etc. being brought onto the site, and to submit to a physical search of his or her person. Therefore, the Contractor's personnel shall always have available an inventory list of tools being brought onto a site and be prepared to present the inventory list to the State staff or an officer upon arrival for review, as well as present the tools or equipment for inspection. Before leaving the site, the Contractor's personnel will again present the inventory list and the tools or equipment for inspection. Upon both entering the site and leaving the site, State staff or a correctional or police officer may search Contractor personnel.
- D. At all times at any facility, the Contractor's personnel shall ensure cooperation with State site requirements which include: 1) being prepared to be escorted at all times, and 2) providing information for ID badge purposes and wearing the ID badge on their person in a visual location at all times.

CONSIDERATION AND PAYMENT: Payment will NOT be made until the Bidder has received written notification by the Department's Project Manager of receipt, inspection and acceptance of installation of all required services identified in the attached Quotation Form. No down-payments or partial down payments will be made. All quotation prices must be F.O.B. destination; freight prepaid Pikesville, MD with delivery to the ITCD Data Center located at 1201 Reisterstown Road, Building F, Pikesville, MD 21208.

Payments to the Contractor awarded this contract shall be made no later than 30 days after the State's acceptance and receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time to time amended, are prohibited.

The Contractor shall submit an invoice for work performed. An invoice is "proper" under this Contract only if the Contractor has completed, and the Department has accepted all work to be performed under this Contract.

Each invoice must reflect the Contractor's federal tax identification number.

TERM OF CONTRACT : The Contract resulting from this IFB shall be 7-10 working days beginning on or about **MAY 8, 2007** and ending **MAY 21, 2007**. **The working hours of operation are 6 a.m. to 11 p.m. The Contractor shall notify the Project Manager of intended work hours after notification of contract award and prior to beginning work on this project.**

WARRANTY: The successful bidder will be required to warranty all equipment supplies and services provided. Warranty shall be described on the attached Quotation Form. The location of all warranty work shall be specified in detail on the attached Quotation Form.

PRODUCT/CATALOG INFORMATION: All bidders must submit catalog information on the unit(s) or part(s) they propose to furnish on this quotation. Failure to submit such information will result in rejection of your quotation.

All equipment furnished under the Request for Quotation shall be new, unused and the same as the manufacturer's current production model. The omission or inclusion of any components in the detailed specifications below shall not relieve the bidder of supplying all components, equipment and parts that are standard, or that are required to properly perform the function intended. All equipment, options and features provided must be designed, constructed, and installed to be fully suitable for their intended use and service. All components must be new.

The successful bidder shall be responsible for delivering equipment that is properly serviced, clean and in first-class operating condition. Pre-delivery service, at a minimum, shall include the following:

- A. Cleaning of equipment, if necessary, and removal of all unnecessary tags, stickers, papers, etc.
- B. Owner's Manual and Warranty Manual to accompany each piece of equipment.
- C. Equipment shall be completely assembled (unless otherwise noted in this Request for Quotation), including options, and attachments shall have been thoroughly tested and be ready for operation upon delivery.

BIDDER QUALIFICATIONS:

The bidder shall be licensed by the State Department of Labor, Licensing & Regulation

REFERENCES: The bidder shall submit with the bid, a list of three (3) references to which the services have been rendered. The listing shall include the name and address of the organization used as a reference, description of the services rendered, date when services were rendered, a point of contact (POC) at the reference organization, a phone number and an email address for the POC.

REPLACEMENT/REPAIR PARTS: The Contractor shall be responsible for technical support and overnight replacement of any defective unit with continuous secured ownership. All replacement and/or repair parts shall be **new and from the OEM**, or certified to be equivalent in quality and function by the OEM (in form of equivalent replacement list). All replacement parts must be warranted by the vendor for ninety (90) days or more if specified by the manufacturer after installation. Should it become necessary to replace a part covered by the warranty, all costs associated with the replacement must be borne by the Contractor.

SERVICE CALLS: The Contractor shall provide a toll free telephone number to be used by the Agency's Call Center. The Contractor must have a local, certified (trained) electrician available for emergency repair questions and/or on-site assistance (if required).

DPSCS ITCD Procurement & Contract Administration 6776 Reisterstown Road, #211 Baltimore, MD 21215	Quote Reference Number: RFQ0704170004
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DESCRIPTION OF WORK TO BE PERFORMED:

Remove (4) existing 20 amp receptacles.

Install (4) 30 amp 208 volt receptacles with 15 ft. extra terminated end with L6-30P connectors at terminated end of 30 amp receptacles.

Install one (1) 225 amp sub-panel in computer with 100 ft maximum run of conduit. The new panel shall be forty two (42) circuit matching existing panels and mounted on the center column. A reconditioned 150 amp breaker shall be utilized for use with the 225 amp sub-panel.

Install twelve (12) 30 amp 208 volt circuits out of new circuit panel with nema L6-30 receptacle on terminated ends.

AREA WHERE WORK IS TO BE PERFORMED:

1201 REISTERSTOWN RD, Bldg. F, PIKESVILLE, MD. 21208

The Department will schedule a site visit for any potential Contractor that request such to assist in development of an accurate quote. Contact the Procurement Officer, James Brooks, at 410.585.3198 or by e-mail at jbrooks@dpscs.state.md.us. Site visits will be scheduled May 1 through May 4 between the hours of 8a.m. and 4 p.m.

REQUEST FOR QUOTATIONS SHALL BE DUE: May 4, 2007 AT 2:00 P.M.

WARRANTY: The successful bidder will be required to warranty all equipment supplies and services provided. Warranty shall be described on the attached Quotation Form. The location of all warranty work shall be specified in detail on the attached Quotation Form

Provide Warranty Specifications: